

EMERGENCY EX PARTE POLICY SPOKANE COUNTY SUPERIOR COURT

UPDATED SEPTEMBER 10, 2020

Effective 9/14/2020, the Ex Parte Department in-person hours will be:

T and TH: 1:30 p.m. – 4:00 p.m.

M, W and F: 9 a.m. – 12 p.m. and 1:30 p.m. – 4 p.m.

Ex Parte Courtroom 202

It is the continued preference that ALL orders that be presented through the mail-in or drop box procedure.

If not using the mail-in procedure below, non-urgent matters shall be placed in a box in the Ex Parte courtroom. These will be signed based on availability of the court with a hope that there will not be a long wait for your signed order.

If urgent, put the pleadings in the Clerk's in-box in the ex parte courtroom for the court to review.

Urgent = matter cannot wait 24 hours.

PROTECTION ORDERS: protection orders CAN be submitted by email or IN-PERSON. If submitting by email, use the procedure below. If coming to the court in-person, come during the in-person hours.

Protection order packets may be downloaded from <https://www.spokanecounty.org/4038/Civil-Protection-Orders>

EX PARTE HEARINGS

All hearings will be conducted telephonically or by Zoom unless it is impracticable to do so.

To schedule a hearing **OR** to submit a petition for a protection order by email, please send your pleadings, contact information for all parties, and availability

to: CommissionersOrders@spokanecounty.org

- The subject line SHALL say “Ex Parte” with the parties’ names and case number following. The court will get back to you as soon as possible to arrange a time for the hearing.
- **DO NOT** INCLUDE THE FAMILY LAW CENTER STAFF ON THIS EMAIL or ANY conversations between the lawyers/parties.
- The court may enter sanctions if email conversations between the parties/lawyers are submitted to this email address. It is for the request for hearing and pleadings ONLY.
- Please note that every section of the protection order packet (including the order) **MUST** be filled out and signed by the petitioning party. Packets that are incomplete risk being denied.

All other orders or agreed orders may be mailed to:

Spokane County Superior Court Clerk’s Office
1116 W. Broadway, Rm. 300
Spokane, WA 99260

* The \$30 clerk's fee for ex parte mail-in orders has been reinstated UNLESS you are seeking a fee waiver. You can mail your fee waiver to the address above with a self-addressed stamped envelope.